



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

APRIL 2016

Table of Contents

Performance Measures

Police Calls and Service Times

Crime

Value of Private Construction - \$6,244,170.26.

Private Construction Inspection Performed

Budget Status

Central Purchasing

Current Procurements

Completed Procurements

Pending Procurements

Capital Projects

Pump Station Replacement/Rehabilitation

Sewer Rehabilitation and Water Distribution

Water Tank Rehabilitation

New Water Treatment Plant (WTP)

City Dock Bulkhead Replacement, Phase 2

Landfill Gas Mitigation

Stormwater Management Retrofit

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

Maintenance Facilities

Road Resurfacing

Main Street Reconstruction

Cornhill Street Sidewalks

Personnel Update

New Hires

Promotions/Internal Vacancies Filled

Law Office Report

Open Litigation

[Adopted Legislation](#)

[City Clerk](#)

[Alcoholic Beverage Control Board](#)

[Public Safety Update](#)

[Fire Department](#)

[Emergency Management](#)

[Police Department](#)

[Building Activity](#)

[Planning Activity](#)

[Comprehensive Planning](#)

[Current Planning](#)

[Community Development](#)

[Historic Preservation](#)

[Economic Development](#)

[Recreation and Parks](#)

[Recreation](#)

[Parks](#)

[Harbormaster](#)

[Transportation](#)

[Monthly News](#)

[Activity Report](#)

Performance Measures

Police Calls and Service Times

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884	1:35 Minutes	17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925	1:12 Minutes	19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961					
June	3051	3161	3059					
July	3176	3515	3076					
August	2995	3280	3064					
September	3342	3129	2892					
October	3269	3158	2805					
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36252	36252	33,755	8,142				
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	89.4 cfs				

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg-Com	Larceny	MV Theft	Total
Apr 16	2	7	5	3	19	5	2	49	1	93
Apr 15	0	2	0	1	7	13	1	53	4	77
Diff +/-	+2	+5	+5	+2	+12	-8	+1	-4	-3	+16
Diff % +/-	200.00%	250.00%	+500.00%	+200.00%	+171.43%	-61.53%	100.00%	9.30%	-75.00%	+20.78
				Monthly	Total				Monthly	Total
	Violent Crime Diff +/-			+22	+72.22%	Property Crime Diff+/-			-14	-19.71%

Violent crime is trending up while property crime is trending down. In a large percentage of the violent crime the Suspect and the victim are either related or an acquaintance.

Condition Index for Streets

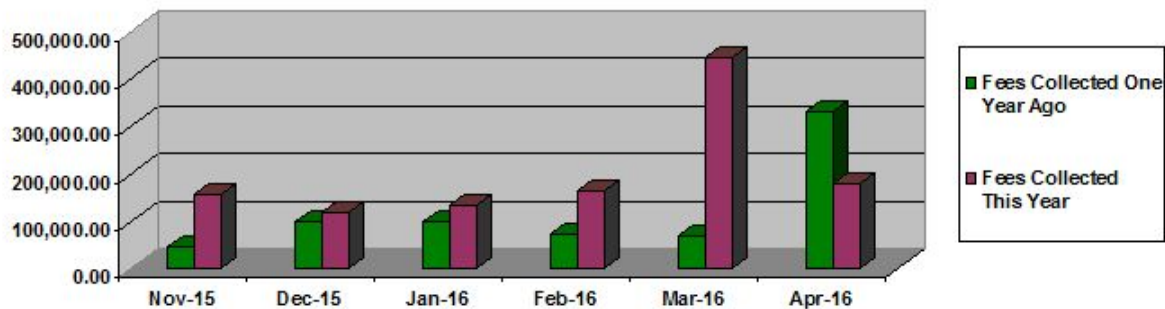
- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2016 paving total – 2.91 miles

Diversion Rate of Solid Waste from Disposal at a Landfill

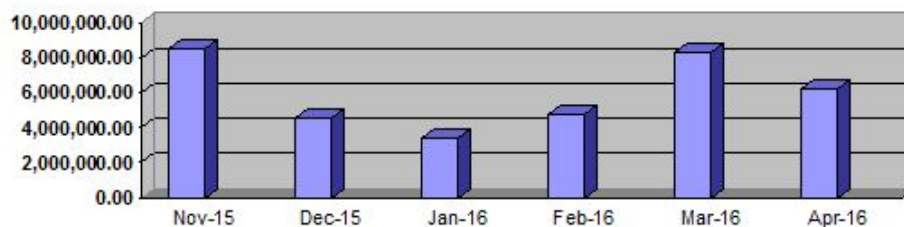
- April diversion rate – 41.1%
- 12-month (May 2015 – April 2016) diversion rate – 42.1%

Water Quality Testing Results

- There were no water quality issues with the April 2016 water samples.
- There were no water quality issues with water samples taken in 2015.



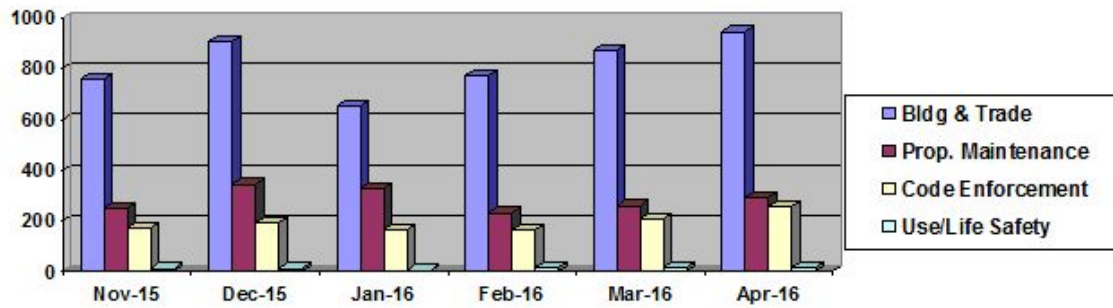
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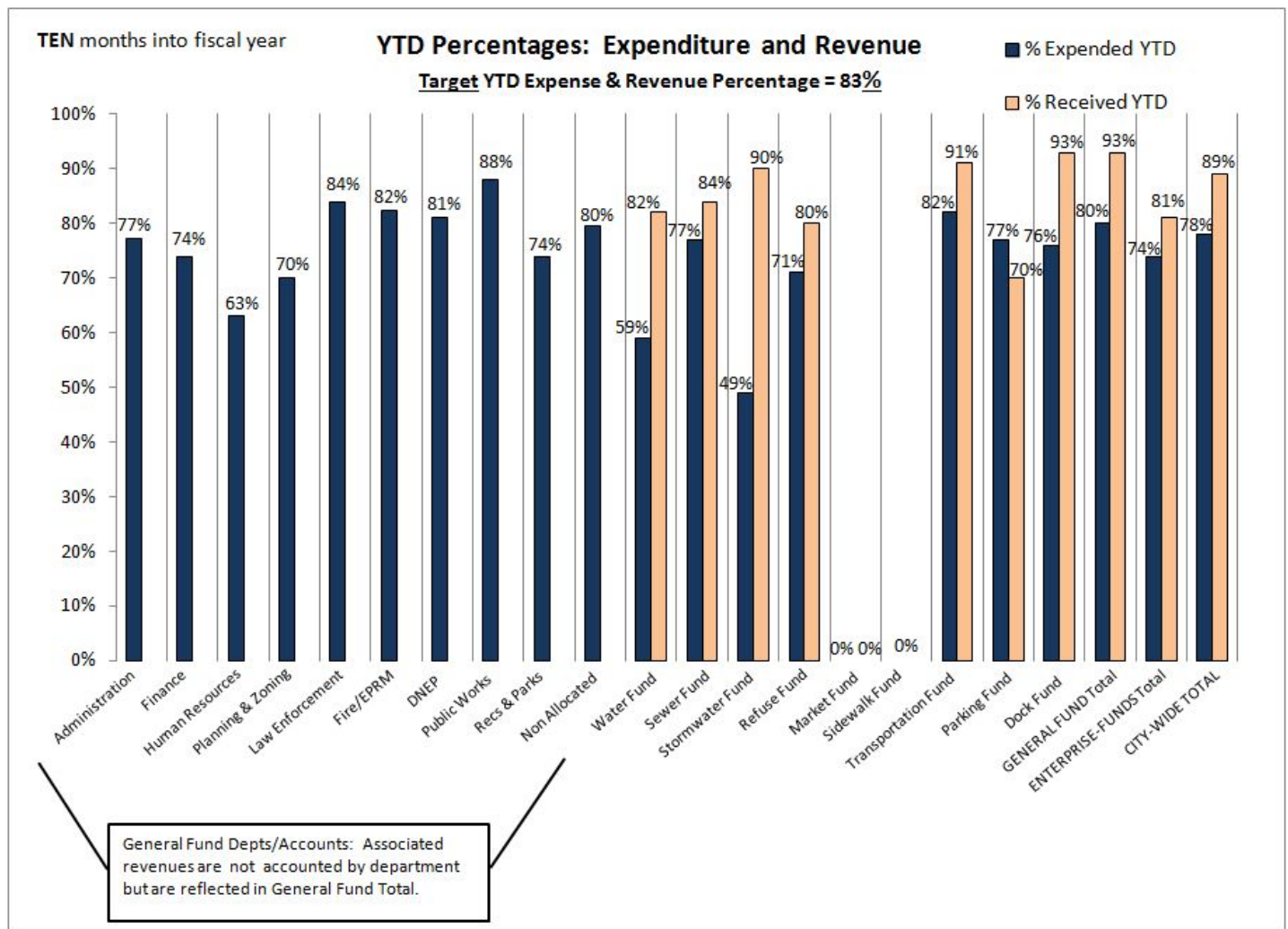
Private Construction Inspection Performed

946 Building and Trade Inspections
292 Property Maintenance Inspections

256 Code Enforcement Inspections
14 Use/Life Safety Inspections



Budget Status



Central Purchasing

Current Procurements

RFP 15-18 – Historic Preservation Consultants

- 16 Firms awarded contracts. 5 Contracts in process. 10 contracts completed.

RFP 15-22 – APD Firing Range Ventilation System Replacement

- Awarded to Careys Heating and Air Conditioning. Contract in process.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Review in progress. Award on hold.

RFP 16-06 – Energy Performance Contracting

- 2 Proposals received. Award on hold pending funding.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- 2 proposals received. MTA award concurrence required.

RFP 16-10 – Legal Services – Police and Fire Retirement Commission

- Awarded to Morgan Lewis. Contract in process.

IFB 16-15 – Unleaded Gasoline and Diesel Fuel

- Bids due 5/17.

RFP 16-16 – Design Services – PMRC Ball Field Renovations

- 3 Proposals received. Review in progress.

RFP 16-20 – Truxtun Park Pool Management and Operation Services

- 1 proposal received. Review in progress.

RFP 16-21 – Working Waterfront Awareness Program

- 2 Proposals received. Review in progress.

IFB 16-22 – Davis Street End Park Reconstruction

- 5 Bids received. Review in progress.

IFB 16-23 – Admiral Farragut Water Tank Painting

- Bids due 6/2. Pre-bid meeting 5/4.

IFB16-27 – DELL PC Workstations

- Bids due 5/19.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design scheduled for 6 months (October 2016).

RFP 15-11 – Integrated Parking Operations and Management Services

- Awarded to SP+ Municipal Services. March 1 start date.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for Spring 2017 completion.

RFP 15-20 – Eastport Traffic Study

- Awarded to Sabra Wang & Associates. Study scheduled for June 2016 completion.

RFP 15-21 – APD Indoor Firing Range Replacement

- Awarded to Target Worx. Project scheduled for July 2016 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for June 2016 completion.

IFB 15-27 – Second Street Pump Station Repairs

- Awarded to JJID. Project scheduled for May 2016 completion.

RFQ 15-28 – City Dock Bulkhead Replacement – Construction Services

- Awarded to Cianbro Corporation. Project scheduled for April 2016 completion.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services

- Awarded to BPI Mechanical, Inc. Project scheduled for June 2016 completion.

IFB 16-05 – Wayfinding Sign Fabrication

- Awarded to Gelberg Signs. Project scheduled for June 2016 completion.

IFP 16-07 – Helix Mooring Installation

- Awarded to Murtech, Inc. Project scheduled for May 2016 completion.

RFP 16-11 – Construction Services – Stanton Center Door Replacement

- Awarded to JAK Construction Co., Inc. Project scheduled for April 2016 completion.

RFP 16-17 – Modifications to Five Water Tanks

- Awarded to Nostos SS Contractors. Project scheduled for July 2016 completion.

IFB 16-18 – Mooring Maintenance

- Awarded to Marine Technologies. Project scheduled for May 2016 completion.

Pending Procurements**IFB 16-24 – Admiral Farragut Stream Restoration**

- Draft in progress. Anticipated release in May.

IFB 16-26 - Overhead Door Maintenance

- Draft in progress. Anticipated release in May.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. PS Wetwell Rehab. – Concrete wall repairs are underway and the new replacement beams for the grating have been installed. All of the new grating will be installed by mid-May.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – The pipe televising work ahead of the upcoming CIPP Rehabilitation work is nearly complete. USNA Flowmeter – Review of data for the proposed approach to USNA sewage flow measurement is ongoing. Buried Asset Evaluation – The final comprehensive analysis plan for buried water and sewer asset management was submitted; minor revisions are required. The draft Ten-Year W&S Plan was submitted and is under review. Draft software review was submitted and is under review. Additional condition assessments and rehabilitation/replacement of water and sewer infrastructure has been initiated. Water Meter Purchases – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

Contract for general water tank upgrades has been executed and a pre-construction meeting is scheduled in early May. Invitation for Bids for Farragut tank coatings and other work has been advertised and a pre-bid meeting has been scheduled in early May.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities this month included generator install, masonry work, concrete channels, footings, walls & slabs, drainage and finish water piping and electrical ductbank and conduit installations.

City Dock Bulkhead Replacement, Phase 2

Cianbro completed their punchlist of items on Friday, April 8, on time. Demobilization including removal of the construction fence occurred on Monday, April 11. The ribbon cutting ceremony is scheduled for Wednesday, May 4. BGE is scheduled to energize the Donner Lot side of the project on May 7.

Landfill Gas Mitigation

DPW is resuming negotiations with MDE on the Draft Agreement so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

A conceptual design report has been drafted for storm drain system improvements at the eastern end of Prince George Street. The report is being reviewed and will be used to select a solution for detailed design.

Stormwater issues at other locations have been identified and inspected in the field, and are being evaluated for potential solutions.

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

The 1st & 2nd floor ceilings have been removed to access the ductwork to be removed and replaced for the HVAC project. The old roof top HVAC units have been removed. The new rooftop HVAC units are scheduled to be installed on May 21, 2016. The new generator is scheduled to be set on May 21, 2016

Maintenance Facilities

The work to renovate the temporary trailers located at 932 Spa Rd. will start the second week of May. Posting for demolition of the 935 Spa Rd. facilities is up for review. The design team still working on 30% building drawings.

Road Resurfacing

The annual street resurfacing project is expected to begin in May. The end of Newman Street was repaired in April in advance of Spring Boat Show.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections. The estimated cost to install connections for these 51 locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

The pre-application meeting was held with HPC regarding the Cornhill project. Next steps on this project will be dependent on decisions made in the proposed FY2017 CIP.

Personnel Update

New Hires

Transportation - Bus Driver PT (1)
Police - Police Officer (1)
Harbormaster - Asst. Harbormasters (3 PT)
Recreation & Parks - Rec Temps (2 PT)

Promotions/Internal Vacancies Filled

DNEP - Property Maintenance Inspector (1)

Law Office Report

Open Litigation

Case Name	Dept	Comments
Moe's Southwest Grill PJR A.A. Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Court of Appeals upheld Court of Special Appeals' decision in favor of BOA's approval of Chipotle. CLOSED.
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Court granted summary judgment in favor of City; Defendant filed a Motion for New Trial or to Alter or Amend Judgment; Motion denied; Defendant filed a Motion to Stay Execution of Judgment; City filed a response. The Stay was granted. Briefs pending
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial date 6/9/16
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision, but Petitioners appealed to Court of Special Appeals; briefs and oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending
Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Trial date 6/2/16
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Trial date 6/14/16
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
White and Bouie v. COA U.S. District Court of Maryland Case No. 1:14-CV-00424	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed

Spearman Appeal	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; hearing scheduled for 4/11/16
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Ross v. COA, et al. A.A. Circuit Court Case No. C-02-CV-15-000827	PW	Appeal to the Court of Special Appeals of a decision granting the City's Motion to Dismiss; briefs and oral argument pending
Crosier/State Farm v. COA A.A. District Court Case No. D-07-CV-15-012687	PW	Trial date 4/28/16
Hollander – PJR A.A. Circuit Court Case No. C-02-CV-15-004109	P&Z	Complaint filed; Memorandum of Law and oral arguments pending
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-	APD	Complaint and Answer filed; discovery ongoing
Erie Insurance/Mutschley v. COA A.A. District Court Case No. D-07-CV-15-003349	DOT	Complaint filed
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; decision pending
Administrative Hearings:		
(none currently)		
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.
City v. Thomas		Appeal noted on Occupational Disease (OD accepted/Temporary Total Denied). Discovery ongoing; awaiting scheduling order from the court; very early stages of litigation
Disability Retirement Review Board Appeals:		

Thomas v. City	AFD	Hearing occurred 11/24/15, 1/12/16 and 3/9/16; decision pending
Union Grievances:		
(none currently)		

Adopted Legislation

Legislation adopted on 4/11/16

O-11-16 Transportation Network Services - For the purpose of imposing an assessment on Transportation Network Services for trips that originate in the City of Annapolis in accordance with the ANN. CODE OF MD., PUBLIC UTILITIES ARTICLE, Section 10-406.

Legislation adopted on 4/25/16

O-15-16 Lease of City Dock Space to Chesapeake Marine Tours - For the purpose of authorizing for fiscal year 2022 the lease of certain municipal property located at the City Dock to Chesapeake Marine Tours, Inc. for the docking and mooring of certain boats.

R-07-16 City Sponsored Special Events in Fiscal Year 2017 - For the purpose of identifying City Sponsored Special Events and waiving certain related City Fees during Fiscal Year 2017.

R-08-16 Itinerant Merchant Sales in the Historic District - 2016 - For the purpose of authorizing hawker, peddler, and itinerant merchant sales in the Historic District in conjunction with certain special events during calendar year 2016.

R-16-16 BEE CITY USA® - For the purpose of accepting the designation and committing to the standards of BEE CITY USA.

City Clerk

Alcoholic Beverage Control Board

BUSINESS AND MISCELLANEOUS

- **GALWAY BAY** – Special Event, May 1, 2016 & September 19, 2016

Request for an extension of licensed premises with consumption of alcoholic beverages on City property for the Maryland Avenue Spring Festival Sunday May 1, 2016 & Fall festival Sunday September 19, 2016 from 10:00 a.m.– 5:00 p.m.

- **EASTPORT YACHT CLUB** -Events open to the public June 4, June 9 and August 20, 2016 #1, #2 & #3

Request for three Club events, open to the public, with a beer truck and live music on Saturday June 4 from 4:00 – 8:00 P.M., Thursday June 9 from 5:00 – 10:00 P.M. and Saturday August 20, 2016 from 4:00 – 9:00 P.M.

- **NAVAL ACADEMY ATHLETIC ASSOCIATION** – Special Events, April – July

Multiple requests for Special Class C, One Day Liquor Licenses at the Navy-Marine Corps Stadium for Major League Lacrosse Game Series in April, May, June and July 2016

- **HISTORIC ANNAPOLIS INC**– Special Event June 15, 2016

Request for a Special Class C, One Day Liquor License, including live music for a Special Event from 5:00 p.m. to 9:00 p.m. on Wednesday June 15, 2016.

- **BLACKWALL HITCH** – Special Event, April 30, 2016

Request for an extension of licensed premises for the Walk a mile in her shoes fundraiser Saturday April 30, 2016 from 11:00 a.m.– 5:00 p.m.

- **FIRST SUNDAYS ARTS FESTIVAL** - May 1, June 5, July 3, August 7, September 4, October 2, November 6 & December 4, 2016

Request for extensions of licensed premises for Rams Head, Luna Blu, El Toro Bravo, Stan and Joe's, 49 West & Tsunami with consumption on city property during a special event - First Sundays Arts Festival on May 1, June 5, July 3, August 7, September 4, October 2, November 6 & December 4, 2016.

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN APRIL = 24**
- **ANNUAL LIQUOR LICENSE RENEWALS = 112**

CITY CLERK:

6 - Fully Executed Legislation
 13 – Fully Executed Contracts/Agreements
 11 - Special Event Application Reviewed
 13- Registration Certificates for EXEMPT Peddlers Application
 2- Solicitors Applications
 2- Draft City Council Meeting Minutes
 3- Draft Board of Supervisors of Elections Meeting Minutes
 3- Agenda Posting – Board of Supervisors of Elections
 1- Agenda Posting – City Council Work Session
 2 – Applications for Towing Licenses- To be approved by City Council 6/13/16

2- Pawnbroker Licenses

BOARD OF SUPERVISORS OF ELECTION:

- Updating Office Election Working Deadline Calendar – awaiting Amendment from Board/City Council
- Election Pamphlet – in the works

CITY COUNCIL ASSOCIATE:

- The Finance Committee met for budget discussions on the following dates: April 12, 19, 21, 26 and 28

Public Safety Update

Fire Department

Monthly News/New Projects

- The Department responded to 850 calls for service this month and a total of 3335 calls for 2016 with the following breakdown:
 - EMS - 640 or 76%
 - Fire – 135 or 16%
 - Service – 64 or 6%
 - Rescue – 7 or 1%
 - Hazmat – 4 or 1%

Notable Incidents – April Highlights:

- 4/2/16 - EOD support Operations Navy-Marine Corps Stadium
- 4/2/16 - Water Rescue - Weems Creek (overturned vessel)
- 4/2/16 - Assault - West St/Church Circle - Trauma Referral
- 4/3/16 - Pedestrian Struck - Forest Dr @ Chinguapin Round Road
- 4/4/16 - Assist AACo, Suspicious Package - Aviation Blvd
- 4/4/16 - Suspicious Package - Franklin Street
- 4/5/16 - Overturned Tanker Truck with HazMat - Forest @ Bay Ridge
- 4/5/16 - Assist AACo with Fire Investigation - Meade High School
- 4/8/16 - Assist NSA Police (Fort Meade) - Explosive Services Unit
- 4/8/16 - Assist State Fire Marshal - BWI Airport - Explosive Services Unit
- 4/9/16 - Stabbing - Marc's Court - Trauma Referral
- 4/9/16 - Dwelling Fire - 16 Thompson Street
- 4/16/16 - Working Dwelling Fire - 1008 Monroe Street
- 4/18/16 - Working Dwelling Fire - 2615 Ogletton Road
- 4/19/16 - MVC involving Bus - 1300 Tyler Avenue
- 4/19/16 - MVC involving Bus - Chinguapin Round Road
- 4/24/16 - Shooting - Tuckahoe Creek Court
- 4/30/16 - Assist AACo - Bomb Threat - Annapolis Mall - Explosive Service K-9

- 4/30/16 - HazMat (Chemical Odor) - Rickover Court
- The Department responded to 15 heroin overdoses with no known fatal.
- The EMS Division conducted 0 citizen CPR courses.
- Completed 69 new fire safety building inspections and 32 re-inspections (includes inspections conducted by station personnel).
- The Fire Marshal Staff conducted 24 Fire Permit/Plan Reviews and 13 Building Permit Reviews.
- Inspector Jacobelli from the FMO did a talk on Exit Drills in the home of WNAV "Talk With" segment.
- A tribute to the AFD Line of Duty Deaths was posted on our web site.
- Our personnel installed 14 smoke detectors and 4 CO alarms and conducted 10 public education events.
- Training hours completed –1978.
- ISO rating – Class 2.
- The Fire & Explosive Services Unit responded to 10 Explosive Services Requests, 8 K-9 requests, 7 assist police calls, investigated 7 fires and completed 1 fire safety inspection.
- The Department provided Bike Medics for Annapolis Wounded Warrior Ride.
- Several individuals in the Department are working on the Active Shooter drill planned for May.
- The FMO is working to get the Harbor Grill (now AYC) fire code issues resolved.
- Repairs are completed on the front concrete ramps at the Eastport.
- The Training Division started the three days Leadership Training for Firefighter 1st position.
- The crew at Eastport painted the hull of the fire boat and replaced the zincs.
- The new EMS36 vehicle (Expedition) was delivered by Fleet Maintenance. The unit is getting outfitted with its emergency equipment.
- On May 25th the department will conduct an Urban Collapse Rescue drill at Cheney Concrete Products on Hudson Street.
- This month's Fire Prevention Message – "Sail Safe- Wear your Life Jacket".
- Chief Stokes and D/C Remaley attended the Ribbon Cutting Ceremony for Annapolis TACO Bell on West St.
- Deputy Chief Remaley has been appointed to the Anne Arundel County Criminal Justice Coordinating Council.
- Chief Stokes was appointed to the County Executive's Public Safety Core Group Team.
- Conducted CISM Training in Howard County
- The Grow Annapolis Group is working hard on their garden plot at the Eastport Fire Station.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00)
- For the month of April the Department used 321.75 hours of overtime at a cost of \$17,792.19 this represents a usage of 4.14% of our total annual budget available for overtime. Our YTD overtime expenditures are \$283,832.99 or 66.01% of our annual OT budget.
- We currently have three (3) personnel on modified duty and four (4) firefighter vacancies.
- On 1/13/16 the Department submitted our request (\$500K) to the Federal Assistance to Firefighters Grant for fire department radios.
- The Department has submitted a \$1.8 million FEMA SAFER grant request to replace the staffing on ladder Truck 36.

Major Planned Actions

- Continue with Smoke Detector outreach program

- USNA Graduation
- Blue Angels Show
- Conduct AFD Safety Survey
- Active Shooter Drill – St. John’s College
- Conduct Safe & Fire Education program at Tyler Heights Elementary.
- Develop Safety Program for Public Housing Residents – part of the Mayor’s
- Forcible entry training in May

Emergency Management

Incidents and Events

- April 4th, 2016 – Heating Oil Truck Accident and Road Closure
OEM sent four Emergency Management Alerts to inform key officials, employees and surrounding partners about an overturned truck at the corner of Forest Drive and Hillsmere Drive which began leaking home heating oil. OEM responded to the scene, activated the Emergency Operations Center, coordinated the deployment of resources including Variable Message Signs and barricades and supported the efforts of the Fire Department's Public Information Officer. OEM consulted with community partners such as Anne Arundel County Schools to manage the school dismissal process and the afternoon traffic rush. Information was also sent via social media about the incident and related traffic that impacted Forest Drive and surrounding streets.
- April 13th, 2016 – Verizon Strike
OEM sent one Emergency Management Alert to inform key officials, employees and surrounding partners about the strike of Verizon employees. No impacts were expected at the time of the alert, but situational awareness was intended for this alert.
- April 25th, 2016 - Zika Awareness Week
OEM sent out one Emergency Management Alert to inform key officials, employees and surrounding partners about Maryland Zika Awareness Week which was declared by Governor Larry Hogan. The notification of a Zika Open House held by Anne Arundel County Department of Health was shared through the alert, as well as social media.

Planning

- OEM has been informed that the Maryland General Assembly has voted overwhelmingly to authorize Annapolis to join the Maryland Emergency Management Assistance Compact (MEMAC), which enables Annapolis to quickly and efficiently send and receive mutual aid in the event of a crisis or disaster.
- OEM released the After Action Report for Winter Storm Jonas on April 12th. The Report reviews the historic snowfall event and addresses strengths and areas for improvement for Annapolis. The Report described a snowstorm response that was well planned and executed by Public Works and other City Departments.
- The Continuity of Government Plan is complete and expected to be presented to the City Council at an upcoming closed session.
- OEM Staff continued the Emergency Operations Plan update process by holding Annex Revision Meetings for Critical Infrastructure, Tornados and Earthquakes. Departmental representatives from the City of Annapolis and other local partners gathered to discuss and update written operational procedures for large scale emergencies and disasters.

- OEM attended discussions and a final vote of the Urban Area Security Initiative FY16 budget on April 6th and April 9th respectively. OEM also participated in the final budget vote on April 19th.
- OEM staff participated in a meeting on April 5th related to the emergency protocols and notifications of Licensed Facilities including assisted living facilities and nursing homes.
- On April 12th, OEM staff attended a ZOOMA race planning meeting to discuss the day's events and the operations.
- On April 12th OEM Staff took part in a conference call hosted by MEMA regarding the Maryland Primary and scheduled rallies hosted by Democratic and Republican candidates in Maryland.
- On April 20th, OEM participated in a meeting with personnel from Annapolis Departments to review the Community Rating System (CRS) and evaluate a path forward in order to apply and receive a CRS rating.
- On April 20th, OEM staff attended a State WebEOC training held at MEMA headquarters. OEM staff learned the intricacies of the State WebEOC system and how to better utilize the system during EOC activations. On April 26th, OEM staff spoke to MEMA personnel about WebEOC processes and workflow in Annapolis.
- OEM participated in the City Manager's meeting at City Hall on April 22nd.
- On April 26th, OEM staff attended a UASI Emergency Management Committee conference call. One of the more important conversations regarded Training and Exercise opportunities that would be relevant for the Baltimore UASI Region.
- On April 27th, OEM staff met with representatives from around the Baltimore UASI region to discuss the regional Recovery Plan. State representatives from the MEMA's Recovery Support Functions attended to address the Committee about Economic Recovery and Housing during recovery.
- On April 28th, OEM Staff participated in the Blue Angels Meeting held at the Commandant's Conference Room at the US Naval Academy. Important dates and times were discussed as well as appropriate planning efforts that were being taken to ensure public safety during the practice and air show.
- OEM attended an April 28th budget hearing of the City Council to answer questions related to the FY17 OEM budget.

Training/Exercise

- OEM participated in a meeting on April 1st with Recreation & Parks personnel to discuss sheltering at the Annual Citywide Preparedness Exercise in August.
- OEM met on April 7th to begin planning the 2016 Citywide Preparedness Exercise.
- OEM began planning the training and orientation session for the new Emergency Action Plan of the Visit Annapolis & Anne Arundel County Destination Marketing Organization (VAAAC) to be held in May.
- OEM attended a meeting on April 21st at St. John's College with AFD, APD, Capitol Police and St. John's College to discuss the details of a Full Scale Exercise that will occur in May 2016.
- On April 4th, OEM staff attended the Baltimore UASI Training and Exercise Workgroup meeting to discuss future plans regarding training and exercise in the region. In the future, the region would like to take a more collaborative approach when it comes to training and exercise.
- An OEM staff member participated in and completed a Resource Unit Leader Training and Certification course held by the Maryland Emergency Management Agency from April 19th- April 22nd.

Outreach

- OEM staff continues to update the community information presentation on the recent outbreak of the Zika Virus based on new information and guidelines. OEM is also working with local businesses and organizations to support their planning efforts and answer questions on how to prepare for Zika.
- OEM staff attended the Public Safety Committee meeting on April 18th to present to and invite the City Council and members of the Public Safety Committee to the Active Shooter Training Exercise that will be held on May 18th. OEM also informed the Council of the ongoing efforts to coordinate Emergency Action Plans with local businesses and organizations.
- On April 6th, OEM staff attended the “Business Continuity in the Face of Extreme Weather” conference in Baltimore, Maryland. There were guest speakers from local businesses around Baltimore who had experienced disasters in their businesses and spoke about how they overcame their problems and the importance of business continuity. OEM plans to host a Business Continuity workshop for local businesses in Annapolis in the fall, and possibly invite one of the speakers from Baltimore.
- On April 9th, OEM Staff attended the Men of Courage International event held at Annapolis Middle School.
- An OEM staff member joined the Weather It Together team at the Keeping History Above Water Conference in Newport, Rhode Island, on April 12-13 and participated as a table facilitator in a three hour presentation and discussion.
- OEM staff met with the MEMA Private Sector Liaison to discuss the Business Outreach Toolkit and how to better reach local businesses in the Annapolis area. The Toolkit will assist OEM in better providing for our local businesses when it comes to emergencies.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,570 as of April 4th, 2016.
- OEM has increased its Twitter followers to 1,030.
- OEM has increased its Facebook ‘likes’ to 1,621.

Grants Management

- OEM continues to encumber funds in the FY 2014 & FY 2015 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs, as well as the FY 2015 Emergency Management Performance Grant (EMPG)

April	
UASI FY 2014 HAZMAT	\$330.00
	\$1,016.00
TOTAL UASI FY 2014	\$1,346.00
UASI FY 2015 Bomb Squad	\$6,489.80
	\$9,887.96
TOTAL UASI FY 2015	\$16,377.76
TOTAL April Grant Expenditures	\$17,723.76

Police Department

Personnel

/Current/	106	24	8	3	12	5	155	
Vacant	4	2	1	1	0	0	8	
Total Allocated	109	26	9	4	12	5	165	
Vacancies	Status	Position		Rank	Allocated	Actual	Vacant	
4	Sworn	Officers			Captain	3	3	0
1	Full Civilian	Records Specialist			Lieutenant	6	6	0
2	Full Civilian	Police Dispatcher			Sergeant	12	11	-1
1	Cont. Full	Major Crimes Invest			Corporal	14	13	-1
1	Cont Part	CCTV Monitor			Off 1st Class	51	51	0
					Officer	26	24	-2
				+2- Chief/Maj		114	110	-4

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Sworn Personnel (114)	26	2	7	67	4	1	1	2	110
	23.85%	1.83%	6.42%	60.55%	3.67%	0.92%	0.92%	1.83%	100.00%
Part-Time Personnel	6	4	3	2	0	0	0	0	15
	40.00%	26.67%	20.00%	13.33%	0.00%	0.00%	0.00%	0.00%	100.00%
Full-Time Personnel	1	6	13	10	1	1	0	0	32
	3.13%	18.75%	40.63%	31.25%	3.13%	3.13%	0.00%	0.00%	100.00%
									156

- Fifteen sworn members were sidelined due to injury or administrative issues.
- One new lateral was hired.
- Two trainees are in a police academy.

Community Service Monthly

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	28		Burglary reports	6
DJS home visits	5		Victim's contacted	7
DJS school visits	0		Residential Survey	1
HEAT meetings	1		Commercial Survey	1
Officer School Visits	5		Neighborhood Safety Training	1
Hispanic Liason	Total		Community requests	
Translator Contacts	34		McGruff Appearances	1
Victim Contacts	16		Watch Your Car	Total
Total Contacts	67		Auto Theft reports	0
Court Hours	0		Theft from Auto reports	10
School Visits	9		Vehicles Registered	0
Officer Activity	Total		Scooters Registered	0
Calls for Service			TFA Initiative Letters Sent	7
Reports	3		J.O.I.N.S.	Total
Foot Patrol Hours			Juveniles currently in JOINS	5
Business Checks			Unsupervised juveniles	
Bank Checks			90 day supervision juveniles	
Traffic Stops			Home visits	
Traffic Citations			School visits	
Traffic Warning			Juveniles arrested	3
ERO			Juveniles that didn't qualify	
FIR			Juveniles that qualified	
Warrant Attempts			J.O.I.N.S. Hearings	5
CDS Arrests			Closed J.O.I.N.S. cases	3
Juvenile Citations	3		Explorers	Total
Warrant Arrests			Current Explorers	15
On View Arrests			Interested Explorers	0

Traffic Arrests			Explorer Post Training days	4
Summons			Community Events Attended	0
Emergency Evaluations			Officer School Visits	0

Community Complaints:

- Edelmar generator – DNEP cited for non-permitted installation of generator and noise violation, spoke to neighbor, generator has stopped, no noise
- Complaint about 705 Glenwood St – no criminal activity specified
- Working on Chambers Park requests for security
- Melrob Ct frequent check request after robbery and found syringes
- Anonymous letter about Miguel Garcia with a gun
- Unregistered vehicles on Hudson St, speeding on College Ave, red light at Hilltop/Spa, speed on Spa, stop sign Hunt Meadow Dr at Chelsea Ct – Traffic Safety
- Drug dealing on Youngs Farm Rd – referred to DEU
- Drug dealing at Clock Tower – referred to DEU

Joins:

Officers reviewed (12) reports for the (9) juveniles arrested during this period. Of these cases, (3) met the JOINS Criteria. There are currently (5) youth in the program. (3) juveniles completed the JOINS program in April.

Hispanic Liaison:

Mr. Hudson attended the Annap Middle Leadership Academy on 4/12/16.

Mr Hudson presented the following training:

Gang Lesson on 4/4/16 for Annapolis Middle Parent Night

Police Department Unaccompanied Minor on 4/12/16 for Annapolis Middle Teachers

Sexting Presentation on 4/13/16 for Annapolis Cluster Principals

ALERT Grant:

Mrs. Hartlove completed 2 Residential Security Surveys in April. Mrs. Hartlove also conducted unlocked vehicle checks in Kohls parking lot on 4/12, and Giant parking lot on 4/20. She attended The Men Of Courage Event at Annapolis Middle School on 4/9, West St Library re-opening on 4/12, Neighborhood Safety meeting on 4/12, Key School Wellness Day on 4/29 and Bayhawks game w/ APKC on 4/30

Explorers POST 199:

The Annapolis Police Explorers had (4) meetings in April. (15) Explorers are currently in the program.

Community Service Section attended the following meetings in April:

- Neighborhood Safety Meeting
- Greater Parole Meeting

- WORA & Tom Andrews Noise complaint meeting
- WORA Membership Meeting
- Clay St Public Safety Team meeting
- HEAT Team Meeting
- UASI PIO Meeting
- Clay St Public Safety Team Meeting
- Meeting with Phyllis Gray Annapolis/Bay Ridge Gardens management
- Pre-press conference meeting with Joe from Nextdoor
- Meeting with Director of Public Safety and Director of Communications for St. John's College
- Homeless Coalition Meeting
- Community Engagement meeting
- Annapolis Liquor License holders meeting
- Eastport Community meeting after shots fired

Community Service Section participated in the following events:

- Most Wanted Taping
- Coffee with a Cop
- Key School drug and alcohol presentation
- Destination Day – Annapolis Elementary
- Career Day – Georgetown East Elementary
- Stanton Center Girls Club
- Annapolis Crime Victims AACO Awards
- Pennrose / Clay Street Head Start visit
- Anniversary Banquet for 1st Baptist Church Pastor
- Annapolis Parks and Recs Bike Rodeo
- Nextdoor press conference
- Wellness Day at Key School
- Coffee with a Cop
- Annapolis Police Kids Club, Bayhawks Lacrosse

Community Service Section participated in the following training:

- Explorers training (4)
- Residential & Commercial Crime Prevention training - Cpl. Miguez/ Ofc. Thiel/ Off. Smikle
- FBINAA Re-trainer – Lt. Lowe
- CNT training – Lt. Lowe
- ALERRT training – Ofc. Thiel & Off. Smikle
- International Parent & Community Leadership Academy – Joe Hudson
- Taser training – Cpl. Miguez & Off. Thiel
- Annapolis School Cluster Meeting – Sexual Assault training

Special Events

APRIL MEETINGS AND EVENTS 2016				
Date	Event / Meeting	Location	# Officers	Costs
04-02	Navy vs Holy Cross	NAAA Stadium	6 Officers	\$1,141.90
04-03	Beer & Bands	37 West St		
04-03	Voter Drive	Hopkins Plaza		
04-07	Racial Justice Rally	Lawyers Mall		
04-08	Sawyer Parade Meeting	City Hall	Gibbs	
04-09	Navy vs Colgate	NAAA Stadium	5 Officers	\$1,036.56
04-10	MS Walk	NAAA Stadium	1 Officers	\$221.59
04-12	ZOOMA Meeting	APD	Gibbs	
04-15	Boatyard Opening Day	Severn Ave		
04-16	St John's Croquette	College Ave	2 Officers	\$924.97
04-20	1 st Sunday Meeting	City Hall	Gibbs	
04-21	BayHawks Meeting	NAAA Stadium	Gibbs	
04-22-24	Spring Boat Show	Dock	6 Officers	\$2,585.56
04-23	Greenscape	Downtown		
04-23	Shiley Park Service	Shiley St		
04-24	JPJ Ceremony	Conduit St		
04-26	1 st Sunday Meeting	Calvert St	Gibbs	
04-29	Patriot Lacrosse	NAAA Stadium	2 Officers	\$783.49
04-30	BayHawks Lacrosse	NAAA Stadium	4 Officers	\$1,033.84
Total				\$ 7,506.32

Volunteer Units:

Honor Guard Unit: Members of the Annapolis Police Department participated in 1 funeral, Retired Captain Stan Malm.

Auxiliary Police:

The Auxiliary Unit printed a total of 29 subjects for the month.

Fingerprinting income collected for the month of April 2016 was \$1,032.00

Total income collected year-to-date is \$3,029.00.

***THE TOTAL COLLECTED FOR FINGERPRINTING HAS BEEN UPDATED
TO SHOW THE CORRECT AMOUNT STARTING IN JANUARY 2016 TO DATE***

Notable Incidents

Aggravated Assault 4/14/16 16-1495 Brooke/Betsy Ct.

Synopsis: Victim #1 was driving in the area when an unk person shot at his vehicle. The driver's door and rear window were struck. Vic#2 was sitting in his vehicle at the Rec. Center when his rear window was hit by gunfire. Neither victim was injured during this incident. No suspects have been identified thus far. Charges are pending for Vic#1 for driving suspended and for his mother for False Statement.

Aggravated Ass 4/17/16 16-1550 Copeland @ Royal St.

Synopsis: The victim, a cab driver reported on 4/18/16 that on 4/17/16 he had a fare in the cab that he had picked up at Ben's Drive. Upon approaching Copeland and Royal Streets, the fare told him to continue to the end of Copeland St. After turning around the fare led him back to Royal Street off of Copeland St. where and unknown male opened fire at the cab striking same on the pass side door. The driver didn't report the incident until the next day. Det. are still trying to identify the male fare as he may know the shooter.

Shots Fired 4/17/16 16-1532 Park Ave @ President St.

Synopsis: On 4/127/16 at approximately 0411 hours, 32 shots were fired in the area of Park Ave and President St. While no victims were located, officer did discover 4 homes with damage as well as nine vehicles. The subsequent investigation has developed three persons of interest. Two addresses (1- Harbour House, 1-Robinwood) have been searched as well as individuals associated with those locations interviewed. A third person of interest was arrested on an unrelated charge. He was interviewed and was cooperative until the circumstances related to the discharging were queried. He asked for an attorney at that time. This investigation is still active.

Homicide 4/24/16 16-1658 618 Tuckahoe Creek (woods in the rear of the location)

Synopsis: The victim was found in the grassy area beside a path in the woods between Route 665 and Tuckahoe Creek Terr. The victim has sustained a GSW and was deceased on scene. Residents heard shots the evening before the victim was located. Attempts to locate a victim or crime scene were unsuccessful at that time.

Shots Fired 4/30/16 16-1743 22&23 Julianna Cir.

Synopsis: On 4/30/16 at 2231 hours, officers responded to the Newtowne Are for shots fired. While canvassing the area officers located damage to two houses at 22 and 23 Julianna Cir. These houses back up to the Woodside community. At this time no suspects have been identified. Cameras in the Woodside community were viewed with negative results for additional information.

Building Activity

- ABC Supply Company (15 Lee St - #BLD16-0072) Obtained their Use and Occupancy license 5-10-16.
- Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081) Permit issued 3/18/16 to replace roof.
- Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406) Permit issued 7/31/2015 for alterations and repairs. Mechanical rough-in passed 1/6/16.
- Annapolis Yacht Club (2 Compromise St #BLD15-0840) Permit issued 1/8/16 to stabilize building due to fire damage. Building progress inspection 2/22/16.
- Annapolis Yacht Club (2 Compromise St #DEM15-0043) Permit issued 1/8/16 demolish fire damage. Fire damage demo complete. This permit being kept open until building permit is issued.
- Annapolis Yacht Club (12 Dock Street – #BLD16-0026) Replace kitchen equipment - Permit issued 4/20/2016.
- 15 West Street #BLD15-0584) Permit issued 12/10/15 for interior alterations for new tenant. Mechanical, electrical, plumbing work ongoing. Passed framing inspection scheduled 4/11/16, mechanical, electrical and plumbing work is ongoing.
- BGE Annapolis Government Relations Office (112 West Street – #BLD16-0097) Tenant fit-out permit issued 4/12/2016. Framing inspection passed 5/4/16.
- Chart House Restaurant (300 Second Street #BLD14-0311) Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. New grease interceptor installed and passed inspection 2/19/16.
- Chart House Restaurant (300 Second Street #BLD14-0312) Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. HVAC balance report has been received. Working on final inspection punch list.
- Chick-Fil-A (2025 Somerville Road #DEM15-0020) – Permit issued 2/23/16 to demolish current building. Complete except for the old main water line. Final demo inspection scheduled 5/11/16.
- Chick-Fil-A (2025 Somerville Road #GRD15-0037) Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.
- Chick-Fil-A (2025 Somerville Road #BLD15-0486) Permit issued 2/23/16 for new Chick Fil-A Restaurant. Footer inspection passed 3/24/16. Slab inspection passed 4/18/16.

- Corner Bakery Café (2140 Forest Dr #BLD15-0772) Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16.
- Criswell Audi (1833 West Street #GRD15-0011) Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.
- Criswell Audi (1833 West Street #BLD15-0204) Permit issued 10/2/15 for new commercial building. Passed partial framing inspection 5/4/16.
- Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080) Permit issued 7/20/15 for interior alterations. Failed framing inspection 4/20/16.
- Eastport Elementary School (420 Fifth Street #GRD15-0015) Grading permit issued 9/3/15 for addition. Site last inspected 2/22/16.
- Eastport Elementary School (420 Fifth Street #BLD15-0196) Permit issued 9/3/15 for Kindergarten addition. Footers and foundation completed. Masonry walls being erected.
- Edward Neils LLC (125 West St, #202 – BLD16-0068) Permit issued 3/10/16 for tenant fit-out. Passed final inspection 4/29/16.
- Georgetown East Elementary School (111 Dogwood Road #GRD15-0031) Grading permit issued 9/11/15 for addition. Last inspected 2/23/16.
- Georgetown East Elementary School (111 Dogwood Road #BLD14-0783) Permit issued 9/11/15 for Kindergarten addition. Insulation inspections being done.
- Georgetown East Elementary School (111 Dogwood Road #BLD15-0602) Permit issued 12/02/15 for renovations to Administrative Offices. This work will start after the last day of the current school year.
- Governor Calvert House (58 State Circle #BLD15-0155 & BLD15-0156) Permit issued 6/4/15 for interior renovations to rooms and public spaces. Permit finalized 2/9/16.
- Lighthouse Bistro (202 West St #BLD15-0215) Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. More bracing and shoring has been done. Basement level is structurally complete beginning first floor construction.
- Lighthouse Shelter (10 Hudson Street – #BLD16-0113). Permit issued 4/22/16 for interior alterations.
- Maynard Burgess House (163 Duke of Gloucester St #BLD13-0538) Work is complete and we are waiting on the contractor to schedule a final inspection.
- Mission Barbecue (142 Dock Street #BLD15-0816) Permit issued for demolition, structural bracing & roofing. Job is progressing.
- Mission Barbecue (142 Dock Street #BLD15-0776) Permit issued 2/19/16 for alterations for new restaurant. Framing inspections passed 4/11/16. Working on trade final inspections.

- Mission Escape Rooms (40 West St #BLD15-0849) Permit issued 1/15/16 for tenant fit-out. Ceiling close in inspection passed 4/6/16.
- North Star Management Holdings (91-93 Main St - #BLD16-0100) Permit issued 3/29/16 for tenant fit-out.
- Osteria (177 Main Street #BLD12-0932) Basement work is complete except for plumbing required for new grease interceptor. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. The grease interceptor has been approved and will start as soon as weather permits.
- The Rice Workshop (138 Main St #BLD15-0609) Permit issued 01/28/16 for new restaurant. Demo started and plumbing ground work approved. Grease removal hood on site, trade work continuing.
- Rocky Gorge (Aris T. Allen Blvd #GRD14-0006) Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.
- Rocky Gorge (Aris T. Allen Blvd #BLD14-0252) Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- Rogue Pierogies (1825 George Avenue #BLD15-0811) Permit issued 2/5/16 for tenant fit-out. Grease interceptor installed, progress inspection passed 4/8/16. Electrical final inspection failed 4/29/16.
- Sailor Oyster Bar (196 West Street #BLD15-0744) Permit issued 01/13/16 for new restaurant. Footer inspection passed 3/1/16.
- Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078) Expand into neighboring unit. Permit issued 4/28/2016.
- Signature Promotional Products (1825 George Ave, #A,B,C,D - #BLD16-0103) Permit issued 3/29/16 for tenant fit-out. Framing inspection passed 4/6/16. Obtained Use and Occupancy 5/2/16.
- Taco Bell (1803 West St #BLD15-0531) Permit issued 10/8/15 for new fast food restaurant. U&O inspection passed 3/18/16.
- The Children's Guild (2000 Capital Drive #DEM15-0042) Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al) Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.
- Watergate Village Apartments (700 Americana Drive #BLD15-0485) Entire building repairs due to fire damage. Permit issued 4/29/2016.
- West Annapolis Elementary School (210 Annapolis Street #BLD14-0293) Permit issued 12/12/14 for addition and alterations. Last inspection of 1/28/2016 passed. Job is progressing.

- West Annapolis Elementary School (210 Annapolis Street #GRD14-0016) Permit issued 12/12/14 for grading for addition. They need to repair their silt fence.
- 400 & 406 Chesapeake Ave (#DEM15-0028) Permit issued 3/18/16, Demolition complete.
- 400 & 406 Chesapeake Ave (#GRD15-0042) Permit issued 3/18/16 for grading for new mixed residential and commercial building.
- 400 & 406 Chesapeake Ave (#BLD15-0557) Permit issued 3/18/16 for new building.
- 122 Main Street (GRD15-0035) Grading for new commercial building – Permit issued 2/12/2016.
- 122 Main Street (BLD15-0395) Permit issued 2/12/16 for new commercial building. Construction of new building set to start in May
- 1401 Forest Drive (#BLD15-0552) New Car Wash Permit issued 12/10/15. Footing inspections passed 1/14/16. Framing and insulation inspections passed 4/22/16.
- 1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007) Permit issued 3/18/16 to demolish existing building.
- 1023 Spa Rd (Formerly Annapolis Radiator – GRD14-0023) Grading permit issued 3/18/16 to remove unusable fill.
- 1801 West Street, #104 (#BLD15-0608) Permit issued 11/10/15 for alterations for new auto repair shop. Progress inspection passed 5/5/16.
- 505 Oaklawn Avenue (#GRD13-0019) Permit issued for 3/13/14 for grading associated with subdivision. Job is progressing.
- Various locations throughout the City (#BLD15-0632) Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

- April 7: Reviewed Working Waterfronts proposals
- April 8: Presented updates to business leaders group on wayfinding
- April 25-29: Prepared for Weather it Together workshop, held April 30
- April 26: Attended monthly BRTB meeting

Current Planning

Monthly News/New Projects:

- Subdivision (SUB2016-004) for Craig Cobbum, to consolidate parcel 205 (Parts 1 and 2) into one lot of record, located at 700 Springdale Ave.,
- Site Design Plan Review (SDP2016-020) for Nels Olson, for a simplified buffer management plan to remove invasive plants within the 100' Buffer, located at 229 Wardour Dr.,
- Administrative Adjustment (ADJ2016-003) for Marsha Alton, for a reduction to the front and average ridge setback to add a new second floor addition, located at 703 Springdale Ave.,
- Nonconforming Use (NCU2016-001) for Shields Property LLC, to replace an existing office use with two residential apartment units, located at 144 Duke of Gloucester St.,
- Site Design Plan Review (SDP2016-016) for Port Annapolis Assoc., for replacement of two existing tent structures with new steel building, located at 7074 Bembe Beach Rd.,
- Site Design Plan Review (SDP2016-017) for Steven Rum, for renovations/height increase to an accessory structure for home office on second level above parking, located at 607 Creek View Ave.,
- Variance (VAR2016-011) for 32R Spa Creek LLC, for reduction to front & average ridge setback and for development within the critical area 110' buffet for construction of a new single-family dwelling, located at Spa Dr.,
- Site Design Plan Review (SDP2016-021) for 238 West LLC, to renovate an existing 2-story retail building, including: new electric, plumbing, mechanical, stairway to roof, roof deck, front facade, located at 238 West St.,
- Site Design Plan Review (SDP2016-019) for Jeffrey Donnelly, to demolish portions of an existing single-family dwelling and redevelop the property with new single-family dwelling, including buffer management plan, located at 1 Severn Ave.,
- Site Design Plan Review (SDP2016-022) for The Saunders Family LLC, to construct a new 2-story commercial building for retail, office & warehouse space, located at Lincoln Dr./Chinquapin Round Rd.,

Major Planned Actions:

Planning Commission, May 5, 2016:

NO Public Hearings and Deliberations

Board of Appeals, May 3, 2016:

Public Hearings and Deliberations:

1. VAR2016-011 – Variance application by 32R Spa Creek LLC, to allow disturbance and new impervious materials within the Critical Area 100-foot buffer, and for reduction in the established front & average ridge setbacks to construct a new single-family dwelling, located at Lot 32R Spa Dr.,

Community Development

Community Development Block Grant

The City Council approved the CDBG projects that will make up the FY 2017 CDBG Action Plan. The projects were incorporated into the plan which is due to HUD May 15 2016.

Staff performed other routine CDBG administrative tasks, such as processing payments to subrecipients, completing draw downs from HUD, overseeing the city's housing rehabilitation program, submitted reports, followed up on projects and completed Davis Bacon requirements for the Stanton Center.

Contractor completed work on Stanton Center door project. Staff will inspect the work and create a punch list. Expect project to be completed next month.

A new 2015 HUD rule requires the completion of an Assessment of Fair Housing (AFH), replacing the previous AI requirement which applies to public housing agencies and requires a regional analysis encourages jurisdictions and public housing agencies to work together and to collaborate regionally. Therefore, we will participate via an MOU with Baltimore City, Baltimore County, Harford County, Howard County, Anne Arundel County, the Housing Authority of Baltimore City, Housing Authority of the City of Annapolis, the Housing Commission of Anne Arundel County, the Howard County Housing Commission, and the Baltimore Metropolitan Council ("BMC"). We expect to begin the process in FY 2018.

Homeless

Staff attended the monthly Homeless Partnership leadership meeting. Discussion topics included BGE Power of Home Energy Assistance Program, FY 2015 Continuum of Care Program Competition - Tier 2 funding, Strategic Plan, making the coalition a relevant, functioning entity and other business.

Rental Allowance Program (RAP)

Processed final RAP payments to the Community Action Agency. The funds are being used to help families with rent payments to ward off homelessness.

MPDU Program

Updated rents and income eligibility for the Point.

Miscellaneous

Community Grants

Read, reviewed and recommended awards for the City's Community Grants program. Participated with Finance in making recommendations to the Finance Committee.

Major Planned Actions

- Update Community Development Division web page.
- Update all HUD required plans Fair Housing, Displacement, Relocation, and Citizen Participation Plans.
- Repair the "Old Fourth Ward" kiosk.
- Complete Stanton Center Door project

Historic Preservation

Administrative approvals issued - 22

Total estimated costs of approved applications - \$201,457.00

Private - \$190,207.00

Public - \$11,250.00

Public Hearing approvals issued - 3

Total estimated costs of approved applications - \$700,000.00

Private - \$610,000.00

Public - \$90,000.00

Account Name	Allocated	Expended	Current Balance
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0.00
Arts & Entertainment Dist.	\$15,000.00	\$3,750.00	\$11,250.00
Heritage Commission	\$5,000.00	\$5,000.00	\$0.00
Annapolis Partnership	\$50,000.00	\$36,731.35	\$13,268.65
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$16,721.15	\$18,278.85
HPC Consultants	\$15,000.00	\$3,830.00	\$11,170.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$14,775.28
DNR Grant	\$46,388.00	\$46,376.99	\$11.01

Administration

- Interviewed two candidates for Preservation Coordinator Contract position. Offered accepted by Roberta Laynor

Planning

- **Weather It Together - Cultural Resource Hazard Mitigation Plan - L. Craig**
 - Received official notice of FEMA/EMMA grant to complete update of Natural Hazard Mitigation Plan to include CRHMP addendum (Total award: \$106k in reimbursable grant funds for contractual services.)
 - Presentations to:
 - Annapolis Climate Stewards
 - Keeping History Above Water Conference - Newport, RI (included 8 member technical assistance team from City including OEM, City Council members, HPD Staff & consultants and MHT Staff)

- City of Norfolk, VA (included site visit w/Director of Planning, City Council Members, MHT Staff & Chesapeake Bay Foundation Staff)
- Grant written and submitted in partnership with Economic Dev. Mgr. for MHAA support on economic analysis of historic preservation & heritage on City - includes assessment of flooding impact on heritage economy. (Total request: \$45,000 for contractual services.)
- April 30 Planning Charrette
 - Conducted at 110 Compromise St. with 85 community & professional participants
 - Representatives from ULI, USACE, City Agencies - Planning, DNEP, DPW, OEM, MIT - MHT, Rising Seas Group, AA County, USNA served as facilitators and presenters
 - 8 White Papers published
 - Graphic Recorder used to effectively illustrate outcomes of the meeting which included action items from 8 different adaptation alternative topic tables including:
 - Public education
 - Land Use policy
 - Building Codes
 - Private Property Adaptation
 - Public Property Adaptation
 - Economics of Adaptation
 - Natural Resource Protection & Adaptation
 - Cultural Resource Protection & Adaptation
 - Media Coverage of event by the Baltimore Sun and The Capital

Education & Outreach - L. Craig

50th Anniversary - NHL & National Historic Preservation Act

- Hosted Donovan Rypkema with Place Economics
 - Met with The Capital Editorial Board (article in The Capital followed)
 - Co-hosted with 4 Rivers an issues session for 40 historic site managers highlighting needs of heritage tourism industry
 - Hosted evening presentation for appx. 90 participants on the Economic importance of historic preservation in the US and abroad
- Secured 2 additional speakers for 2016 Lecture Series
 - May 19 - David Brown, VP National Trust for Historic Preservation
 - June - Tom Mayes, Associate General Council, National Trust for Historic Preservation

Annapolis Heritage Commission - L. Craig & S. Pippen

- Staffed April 20 Commission Meeting
- Pres. Asst. Coordinated Maryland Day Event - Walk Parole: Scavenger Hunt for History

Design Review - L. Craig

- AYC/Eastport - Site Visit with project architect and planning Staff. Determined building lacks historic architectural integrity
- Met with 18 property owners to discuss proposed alterations or pending applications
- Completed 3 Staff Reports for R2NC determinations of historic significance

Policy/Legislation - L. Craig & P. Gutwald

- HP Ordinance - O-07-16
 - Staffed two working group meetings led by Alderman Budge
 - Legislation withdrawn by Ordinance sponsors

Economic Development

- Assisted 21 businesses to connect them with potential loans/investors, no-cost consulting, and workforce development training, as well as to resolve permitting issues
- Participated in 47 meetings and events with city departments and business support organizations to:
 - Assist in planning the 4/30 Sea Level Rise (SLR) Charrette, including review white papers
 - Facilitate the economic impact discussions, one of eight topics at the daylong 4/30 SLR Charrette
 - Assist in re-aligning the Annapolis Partnership's mission and bylaws to best optimize impact to the City in the near-term, as well as reflect long-term goals
 - Assist Annapolis Partnership with its Board Change, Business Vitality Committee and City Grant Agreement
 - Continue to monitor the Itinerant Merchants legislation, including associated fees, and provide support as needed
 - Develop financial analysis of Use & Occupancy and Sidewalk Café permits and submit amendments to proposed legislation to provide micro and small businesses more opportunity to compete
 - Proof new wayfinding signage and submit correction
 - Assist in planning a Small/Minority Business Enterprise resource event and the Mayor's participation in business visits during Small Business Week, both in May
 - Continue to develop a "Doing Business in Annapolis" manual for businesses that want to locate in the City
 - Develop navigation/sitemap, graphics and text for new user-friendly, mobile-accessible Economic Development web pages (goal is to launch before summer's end)
 - Attend both Design District and SoFo District Board meetings, conduct follow up research and address specific issues that arose
 - Coordinate to better align business development, events and marketing strategies with AAEDC, AAACCC, Maryland Department of Commerce, Anne Arundel Workforce Development, SCORE/SBDC, VAAAC and other leaders from all of the City's business districts
 - Work with AIPPC, A&E District and MTPA to help shape plans for the City's Arts & Entertainment offerings
 - Begin a dialogue with "Black Wall Street" group to determine how the City may be able to assist them to accomplish their goals (group in early start-up mode)
 - Assist with shepherding four studies/initiatives underway, each of which has economic development impacts
 - West Street Sector Study
 - Working Waterfronts Maritime Marketing (participated in the procurement process and contractor selection)
 - PAL Citywide Economic/Land Use Inventory/Analysis (meetings with UMD to finalize Study scopes)
 - BEACON Market Assessment Study re: Crystal Spring

Recreation and Parks

Recreation

- Get Smart Club (after school homework program), Friday Night Out, STAIR and Literacy Counts, DAFINA and Stem Academy continues at Stanton Center.
- 26 Group and Organizational Meetings along with 13 events were held at the Stanton Center.
- Stanton Center youth participated in the Greenscape program this April. Beautiful plants were planted in front of the building by elementary school age children.
- The Community Development Block Grant funded door replacement project was completed at the Stanton Center. Old doors were replaced with commercial quality doors.
- Jen Jennings attended the Maryland Recreation and Parks Association Conference and presented on behalf of "Let's Move". She was then invited to present at the National League of Cities Conference.
- The Children's Bike Rodeo, part of Healthy Anne Arundel Month- Recreation partnered with AA County and City of Annapolis Bicycle Police, and Box of Rain Revolution Kids to teach bike rules and bike safety.
- Adult Softball season has started (4 leagues – 39 teams).
- Department hosted Volleyball Tournament & Black Belt Testing Event.
- Latchkey Registration for next year began on April 6th. Over a hundred families have registered thus far.

Parks

- A new memorial tree was installed at Ellen O. Moyer Nature Park.
- GreenScape 2016 included 60 projects and approximately 300 volunteers helping beautify public spaces throughout Annapolis.
- A dedication ceremony was held at Shirley Park on April 23 celebrating the 25th anniversary of GreenScape. An article appeared in the Friday, April 29 Around Annapolis column of *The Capital* (Renee House Zemanski) "New Park Dedicated"
- Staff is working with the Eastport Civic Association and landscape architect, Deb Schwab, for a redesign of Post Office Park.
- The Art in Public Places Commission (AIPPC) is proposing a free MovieFest for the public this summer. A location and equipment are being researched at this time.
- AIPPC will be hiring an intern to gather information on municipal arts programs in Maryland and Virginia.
- AIPPC will be producing a short video describing the Arts in Annapolis. This video will be shown at their "Community Art Conversations" that will be held throughout Annapolis and open to the public. Dates and times TBD.
- Davis Street Park renovation went out for bids on April 4th. Project removes a large portion of hardscape and replaces it with landscaping. The Program Open Space Grant Funded project should be completed by the end of May.
- Customer Service Training Curriculum has been developed and staff will hold the first training with front desk staff on May 21st at Staff Meeting.

Harbormaster

- Spring Boat Show was held April 22nd-24th. Attendance was high. The Boat Show organizers were very pleased with the operation of the setup, show and move out.
- Department of Natural Resources Grant Funded mooring project got underway in April. The 48 moorings in the front harbor are being replaced and realigned - providing better access to the waterway channel into City Dock. The project is expected to be complete in early May.
- Another Department of Natural Resources Grant Funded mooring project got underway in late April. The 36 moorings on the south side of the Eastport Bridge are receiving new chain, shackles and buoys (as needed). The project is expected to be complete in late May.

Transportation

Monthly News

Community Service

ADOT staff participated in "Destination Day" activities organized by Georgetown East Elementary School. Below is an excerpt from the school.

On behalf of the students, faculty, and administration at Georgetown East Elementary School, I would like to thank you for your participation in Destination Day. We appreciate your willingness to volunteer your time to share your career expertise with our students. As educators, we believe the members of our community serve as an important resource in the overall development of our youth. I know that through our continued partnership we can make a difference in the lives of our youth. Together, we can ensure their success in the 21st century.

Activity Report

Parking

Table 1a. Parking Garages – Revenue and Vehicles Parked, April 2016

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$154,089.00	16,532
Hillman	\$204,381.13	21,779
Knighton	\$32,832.00	4,714
Park Place	\$112,371.61	8,518
South Street Lot	\$12,213.00	1,245

Larkin Street Lot	\$11,250.00	50
Total	\$527,136.74	52,838

Table 1b. On-Street Parking, April 2016

Citations	2,121
Revenues	\$65,243

Transit Operations

April 2016 Ridership and Farebox Revenue

Total ridership in April 2016 was 37,709, down by 15.62% compared to April 2015 (Table 2). System-wide, this is the 16th consecutive month of reductions in ridership since the implementation of service reductions in November 2014. Revenue was also down, compared to April 2016 but not as much as ridership (Table 3). Compared to FY 2015, year-to-date (July 2015-April 2016) ridership and fare revenues were down by 13.08% and 31.92% respectively.

Table 2. April 2016 Unlinked Passenger Trips

Route	April 2016	April 2015	% Change
Red	5,845	5,955	-1.85%
Yellow	2,688	2,809	-4.31%
Green	7,271	7,681	-5.34%
Orange	1,702	2,002	-14.99%
Gold	2,426	3,254	-25.45%
Brown	7,162	7,291	-1.77%
Purple	2,782	3,368	-17.40%
Circulator	2,678	4,550	-41.14%
State Shuttle	4,790	7,360	-34.92%
Paratransit	365	421	-13.30%
Total	37,709	44,691	-15.62%
Year-to-Date	383,881	441,645	-13.08%

Table 3. April 2016 Farebox Revenue

Route	April 2016	April 2015	% Change
Red	\$7,432	\$7,965	-6.69%
Yellow	\$1,757	\$1,755	0.11%
Green	\$10,942	\$10,809	1.23%
Orange	\$2,556	\$2,771	-7.76%
Gold	\$2,916	\$3,421	-14.76%
Brown	\$10,287	\$9,378	9.69%
Purple	\$2,920	\$3,522	-17.09%
Circulator	\$3,168	\$3,740	-15.29%
State Shuttle**	\$594	\$659	-9.86%
Paratransit	\$778	\$714	8.96%
Total	\$43,350	\$44,734	-3.09%
Year-to-Date	441,645	648,691	-31.92%

**Excludes fares from State employees

Overtime and Leave (sick, vacation personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period April 7, 2016 through May 4, 2016.

Division	Overtime	Leave (sick, vacation and personal, etc)
Parking Enforcement Officers & Parking Meter Technicians	4.5 hours	145 hours
Transit Vehicle Operations – Bus Operators only	203 hours	589 hours
Transit Supervision	42.5 hours	188 hours
Vehicle Maintenance	30 hours	60 hours

